



**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
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MARVIN J. SOUTHARD, D.S.W.
Director

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Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

April 17, 2014

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC
PLANNING AND RELATED SERVICES (THE INNOVA GROUP)**

This is to advise your Board of our intent to request the Chief Executive Officer (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with The INNOVA Group (Contractor). The Amendment will increase the contract amount by \$99,990, for a total Agreement amount of \$799,865. The period of performance for the amended Work Order is for Fiscal Year (FY) 2014-15. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

SCOPE OF WORK

The Department of Mental Health (DMH) intends to extend the Agreement with the Contactor from July 1, 2014, to June 30, 2015, to continue services in the following two (2) areas:

AREA 1: SYSTEM LEADERSHIP TEAM (SLT)

Description:

The SLT is a multi-stakeholder body that advises the Director of the County of Los Angeles Department of Mental Health on policy and systems change and monitors the implementation of the Mental Health Services Act (MHSA) Plans. This area includes planning and facilitating SLT meetings and ad hoc committee sessions to advance the work in between meetings.

The primary accomplishments for the FY 2013-14 was the development of the MHSA Three-Year Program and Expenditure Plan and the SLT's increased capacity (i.e., knowledge of MHSA guidelines, increased stakeholder diversity, etc.).

For FY 2014-15, Contractor will provide facilitation support to help the SLT primarily in three areas: (1) strengthen the SLT's governance system (i.e., number and diversity of

members, incorporation of Service Area Advisory Committee [SAAC] and other representatives, recommendation-making method, communication, binder of policies, etc.); (2) strengthen the SLT's capacity to monitor the implementation of MHSA Plans, including but not limited to the ongoing review and analysis of data linked to core MHSA outcomes; and (3) engage in effective planning (i.e., addressing items that were not addressed during the Three-Year Program and Expenditure Plan planning process, such as the overall MHSA budget, Prevention and Early Intervention (PEI) priorities, and/or the upcoming Innovations projects).

Objectives:

1. Plan, facilitate, and document/coordinate ten (10) SLT meetings.

- a. Facilitation: Facilitation of monthly SLT meetings that typically last three (3) hours. Three (3) hours of facilitation per meeting.
- b. Planning: Planning includes meeting with DMH staff and SLT members to plan the monthly meetings. Planning activities also include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PowerPoint (PPT) slides, etc.). Two (2) hours of planning for each one (1) hour of facilitation. Six (6) hours of planning per SLT meeting.
- c. Documentation/Coordination: Meeting documentation consists of producing detailed notes (key points, agreements, and next steps) and coordination includes communicating with DMH staff and SLT members, calendaring meetings, developing and sending reminder messages, developing forms, reviewing data, supportive materials, etc. Twenty (20) hours of documentation/coordination per meeting.

2. Plan, facilitate, and document twenty-four (24) SLT committee meetings.

- a. Facilitation: Facilitation of SLT committee meetings that typically last two (2) hours. It is estimated that Contractor will be facilitating, on average, two (2) SLT committee meetings per month in support of the Innovations projects, PEI resources, and agenda development. Four (4) hours of facilitation per month.
- b. Planning: Planning includes meeting with DMH staff and the SLT members to plan the monthly meetings. Planning activities also include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PowerPoint (PPT) slides, etc.). Two (2) hours of planning for each one (1) hour of facilitation. Two (2) hours of planning per one (1) hour of committee facilitation. Eight (8) hours per month of planning, on average.

- c. Documentation/Coordination: Meeting documentation consists of producing action notes (key points, agreements, and next steps) and coordination includes communicating with DMH staff and SLT members, calendaring meetings, developing and sending reminder messages, developing forms, reviewing data, supportive materials, etc. This takes about fourteen (14) hours per meeting to coordinate and document. Twenty-eight (28) hours of documentation/coordination per month.

AREA 2: UNDER-REPRESENTED ETHNIC POPULATIONS (UREP) COMMITTEE

Description:

The UREP Leadership Committee's primary purpose is to provide recommendations on how to improve mental health outcomes for under-represented ethnic populations. The UREP Leadership Committee is a multi-ethnic stakeholder body that advises DMH on critical policy and systems issues to address and reduce disparities impacting ethnic/racial minority groups in the County of Los Angeles. It consists of the leaders of each of the UREP sub-committees: African/African American, American Indian/Native American, Asian/Asian Pacific Islander, Eastern European/Middle Eastern, and Latina(o).

UREP's primary accomplishment in FY 2013-14 was to infuse the Three-Year Program and Expenditure Plan with key strategies to improve cultural competency and reduce racial/ethnic disparities. The focus for FY 2014-15 is to collaborate with the Cultural Competency Committee and other cultural groups (e.g., Lesbian, Gay, Bi-Sexual, Transgender, and Questioning (LGBTQ); Deaf and Hard of Hearing; Blind or Legally Blind; and smaller ethnic populations) to follow up on and monitor the implementation of the strategies designed to improve cultural competency across the MHSA-funded programs and the overall public mental health system.

Objectives:

1. Plan, facilitate, and document ten (10) UREP Leadership Committee meetings.

- a. Facilitation: Facilitation of monthly UREP meetings that typically last three (3) hours. Three (3) hours of facilitation per meeting.
- b. Planning: Planning includes meeting with DMH staff and UREP members to plan each meeting. Planning activities also include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PowerPoint (PPT) slides, etc.). Two (2) hours of planning for each one (1) hour of facilitation. Six (6) hours of planning per UREP meeting.

- c. Documentation/Coordination: Meeting documentation consists of producing action notes (key points, agreements, and next steps) and coordination includes communicating with DMH staff and SLT members, calendaring meetings, developing and sending reminder messages, developing forms, reviewing data, supportive materials, etc. Thirteen (13) hours of documentation/coordination per meeting.

FISCAL IMPACT

There is no net County cost.

The amended amount of the Work Order will increase by \$99,990, for a total Agreement amount of \$799,865, which will be funded through MHSA.

NOTIFICATION TIMELINE

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board within two (2) weeks of this filing, we will submit the amended Work Order request to the CEO for review and approval.

If you have any questions or need additional information, please call me at (213) 738-4601, or your staff may contact Angel Baker at (213) 738-4105 or abaker@dmh.lacounty.gov.

MJS:DM:AB:LM

- c: Mental Health Deputies
 Chief Executive Officer
 Executive Office, Board of Supervisors
 County Counsel
 Frank Cheng, CEO
 Robin Kay, Ph.D.
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